

CAPPS HR/Payroll & Financials —User Group Meeting Minutes

Thursday, Nov. 18, 2021

9–11 a.m.

(Webinar Only)

I. Welcome/Announcements (Andrea Smith)

- User Group meeting materials are posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov
 - This is combined User Group meeting. Therefore, information for both Financials and HR/Payroll is presented.
- CAPPS Training Team announcements (Jay Ingram):
 - The team has a new trainer, Veronica Guzman, who will focus on the HR/Payroll training modules.
 - The **Steady-State Instructor-Led Training (ILT)** course schedule for January/February 2022 should be posted by Monday, Dec. 6.
 - Steady-State courses are intended for CAPPS users already working within CAPPS.
 - Per the project timeline, the **Train-the-Trainer** course schedule is set for coordinating early January for spring delivery.
 - For general information about CAPPS Training courses, visit the CAPPS Training website at <http://cappstraining.cpa.texas.gov/> or email the team at CAPPS.Training@cpa.texas.gov.

II. Production Update: Financials Support Requests (SRs) (Anthony Martin)

- **SR Summary and Trend Report**
 - Reviewed the *CAPPS Financials Summary and Trend Report 11-18-2021* document.
 - In October, there were 64 high-priority status tickets and 332 active SRs.
 - There were no critical tickets to report. As shown on the trend chart, there were 523 SRs opened and 494 closed in October.
- **Governance Approved Enhancements**
 - Reviewed the *CAPPS Financials Governance Approved SRs 11-18-2021* document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 25133 is for the addition of a budget pre-check functionality to the Control Budgets page. This allows purchase orders to be pre-checked against open and pending budgets without making any changes to the ledgers. This is now in *User Acceptance Testing* through Nov. 29, 2021 and goes into Production on Jan. 27, 2022.
 - SR 21611 is an *Accounts Payable* module modification on the EDI program that allows the capture of default values from the **EDIPARM System Code** table.
- **Required Maintenance**
 - Reviewed the *CAPPS Financials Required Maintenance 11-18-2021* document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 22547 is for new USAS interface functionality that allows the USAS status to match for the HX and IN Browser. This SR is *In System Test* status.
 - SR 25124 is a security configuration in the **Systems Code Table** for CAPPS Interface that provides Production support access. The status for this SR is *In Work*.
 - SR 20340 aims to restore transactions to IN-Browser that were accidentally (or incorrectly) archived by adding an **Unarchive** feature. This SR is *In Work*.

III. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**

- Reviewed the *CAPPS HR/Payroll Summary and Trend Report 11-18-2021* document.
 - There were 664 active SRs with 64 in high-priority status in October.
 - As shown on the trend chart, there were 737 SRs opened and 742 closed.

- **Governance Approved Enhancements**

- Reviewed the *CAPPS HR/Payroll Governance Approved SRs 11-18-2021* document. Updates since the last meeting are identified with an asterisk (*) and are bolded.
 - SR 23162 is for the *Performance Management* module that provides a configuration to agency templates to allow smaller agencies to have a flat **Reports To** structure, eliminating the need for second level manager approval. This was *Completed* on Oct. 29.

- **Required Maintenance**

- Reviewed the *CAPPS HR/Payroll Required Maintenance 11-18-2021* document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 31175 adds consent verbiage in Employee Self-Service (ESS) for organizational authorization in the **Payroll** module. The status of this SR moved to *User Acceptance Testing*.

IV. Upcoming Vote: SRs Submitted to Governance (Douglas Stobee)

- Reviewed the *CAPPS HR/Payroll SRs Submitted to Governance 11-18-2021* document.
- SR 30537 is a request for the **CAPPS Recruit Reports** in CAPPS Recruit Oracle Business Intelligence (OBI) that adds a **State Job Code** column to the *TX – Recruiting Summary of Openings and Submissions Hired* report.
- SR 33575 is a request for the **CAPPS Recruit Reports** in CAPPS Recruit OBI that adds **Posting Date** and **Un-Posting Date** columns to the *TX Requisition Candidate Selection Workflow (CSW) Summary* report.
- SR 33576 is a request for the **CAPPS Recruit Reports** to enhance the *TX Requisition Details* report by adding a date range prompt for posting date(s).
- SR 32667 is a request for a new OBI report to capture active postings that includes relevant data.
- The CAPPS Support team recommends approving all four of these SRs.

V. Project Update: CAPPS Fiscal 2022 Financials Agency Deployment Project Dashboard (Nyguel Sanders)

- Reviewed the *CAPPS Fiscal 2022 Financials Agency Deployment Project Dashboard 11-18-2021* document.
- The project is green and on track for both the soft go-live date (on Aug. 08, 2022) and the implementation date (on Sept. 01, 2022).
- Key items:
 - Project is now at 27% completion.
 - IT Packet Review is now complete.
 - Agency Discovery Sessions continues.
 - Once Discovery sessions are complete, FIT/GAP acceptance is required.

VI. Project Update: CAPPS Fiscal 2022 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)

- Reviewed the *CAPPS Fiscal 2022 HR Payroll Agency Deployment Project Dashboard 11-18-2021* document.
- The code move date is July 07, 2022, with the implementation date of July 11, 2022. The project metrics are *on track*.
- Key items:
 - Project is now at 26% completion.
 - IT Packet Review sessions are complete.
 - Discovery/GAP Analysis continues.
 - Prototyping configuration is in progress.

VII. Project Update: CAPPS Fiscal 2022 Recruit Deployment Project Dashboard (Diana Urban)

- Reviewed the *CAPPS Fiscal 2022 Recruit Deployment Project Dashboard 11-18-2021* document.
- The project is green and on track.
- Key items:
 - Project is now at 20% completion.
 - Texas Military Department's (TMD) go-live with the Onboarding module occurred Nov. 17 and they plan to use it for their hiring cycle that begins Dec. 1.
 - Discovery Sessions are complete.
 - GAP sign-off is in progress.
 - Configuration has begun.
 - CRP preparation is now underway.

VIII. Discussion Topic: Calendar Year-End (CYE) Processing Updates (Danette McWilliams/Marissa Hoffman)

- Agencies should encourage employees to complete the online consent for **W-2** and **1095-C** forms by Dec. 31. If they have already completed this task, there is no need for it to be done again.
- Agencies should ensure all employees **verify/update their home address** via the ESS landing page by Dec. 31.
- Agency payroll processors need to **verify company contact information** by Dec. 17, since this is the information that will be provided to the IRS.
- **CYE Processing Checklist** provides important tasks and due dates for November, December and January.
- Highlights pointed out from this checklist:
 - Agency CYE SRs opened in the ASP ticketing system on Nov. 6. The SECC file will load the week of Nov. 29. The Benefit Replacement Pay (BRP) open election period is from 8 a.m. on Nov. 22 to 5 p.m. on Dec 3.
 - Before December's on-cycle payroll, agency payroll officers must confirm whether prior year return monies need to be processed.
 - December on-cycle payroll processing is on hold until the 2022 tax withholding rates and SECC files load. The team does not have a specific date for when tax withholding rates will load, since it is dependent on the IRS release.
 - Applicable agencies will receive a deceased employee report attached to CYE SR. Review/confirm the list and issue copies of the 1099, where appropriate. Only paper/mailed copies are available because the electronic consents were removed.
 - Preliminary W-2s data needs to be reviewed and validated before requesting finalization.
 - Final W-2s will be available via CAPPS ESS on Jan. 14, 2022. Email notifications will be sent, if requested.
- **Affordable Care Act (Form 1095-C):**
 - 1095-C totals reported by CPA to IRS on behalf of Central Agencies by the Mar. 31, 2022 deadline.
 - Online consent via ESS landing page is recommended for all employees.
 - The new ACA Manage Agency Contact Information page will be in production by Dec. 31. Agencies must update contact information by Jan. 7, 2022. On Feb. 1, 2022, agencies can access their employees' 1095-C forms, via the new page access granted through role request on or after Jan. 3, 2022. Benefit Replacement Pay (BRP) election changes are open/available from 8:00 a.m. on Nov. 22, 2021 until 5:00 p.m. on Dec. 3, 2021. Elections become effective with December's pay period and payable in the next calendar year.

IX. Discussion Topic: USAS Process Status Update for IN Browser (Thanh Hermosilla)

- In reference to SR 22547/STW-2444, these new values allow users to recognize that a certain report has been updated or changed.
- In terms of Agency Acceptance Testing in December, additional time was provided due to the upcoming holidays. All details about using this enhancement are in the related ticket. Inbound jobs are scheduled to run early in the morning.

X. Discussion Topic: IN Browser Archive Restore (Karl Westerman)

- SR 20340 is request for a new functionality that gives users the ability to unarchive transactions.
- Two new pages are being deployed with this enhancement: the **IN-browser Search** page (used to search through archives) and the **IN-Browser Archive Restore** page.
- Only transactions that were manually archived can be unarchived.
- Once transactions are restored, they are deleted from the **IN-Browser Archive**.

XI. Discussion Topic: HX/IN Transactions Matching/Compare (Keith Parker)

- CAPPS runs daily outbound interface processes, which sends transactions to USAS and loads the IN-Browser using T-codes.
- Transactions remain in the IN-Browser during the match and compare process.
- During the match and compare process, **HX Recycle Browser** and **HX** files are merged.
- There are four document types that are identified during the inbound process (Ignore, Lookup Arch IN, Update Pymt Tbl and Create Liq Jrnl).
- The HX and IN-Browser USAS transactions are matched using:
 - USAS Agency Number
 - USAS Document Number
 - USAS Document Year
 - Ref Doc No
 - Ref Doc Suffix
 - Multi-Purpose Code
 - USAS Doc Date
- Successful matches include:
 - Updated status and dates on the voucher distribution line.
 - Added entries to the Pymt Tbl.
 - Generated liquidation journals.
 - Matched transactions drop off the HX recycle Browser.
 - Progression into the “compare” phase.
- Unsuccessful matches:
 - Transactions still in the HX Recycle Browser.
 - Manually archive transactions off the HX Recycle Browser, if needed.
- Compare Process – Performed to ensure Chartfield and vendor information matched between both USAS and CAPPS.
- Successful Comparison:
 - Successful comparison transactions drop off the IN Browser and are added to the Archive IN Table.
 - The process is completed.
- Unsuccessful Comparison:
 - Transactions that remain on the IN Browser and has an **Error in HX Compare** status.
 - Transactions must be manually archived off the IN-Browser.
 - Reconciling issue between CAPPS and USAS.
- If a transaction receives an **Error in HX Compare** status, one of these three actions should be taken:
 - Corrected Error
 - Delete from Archive IN Table
 - Delete from USAS

XII. Upcoming Meetings

- Tuesday, Jan. 25, 2022 – this is a combined User Group Meeting for both Financials and HR/Payroll.